



DUNEDIN GYMNASTIC ACADEMY

**Emergency Procedures for
Otaki Street Venue**

In an emergency dial 111

Quick Facts

Address: 6 Otaki Street

Closest Intersection: Otaki St & Orari St

(next to The Brush Company on Otaki Street)

Landline: not available - Use your cell phone

This version prepared on 29/4/2018

Fire Evacuation Procedure

Purpose of Procedure	To comply with the NZ Fire Service Fire Safety and Evacuation of Buildings Regulations 2006.
Personnel	Personnel responsible for carrying out the instructions and procedures in this manual are designated as follows: <ul style="list-style-type: none"> • Lead DGA gymnastics coach • Assistant DGA gymnastics coach(es)/ School support staff
Action to take if you discover a fire	<ol style="list-style-type: none"> 1. Sound the alarm (yell "FIRE!! FIRE!! FIRE!!") and activate the Fire Alarm at a pull point 2. Call the NZ Fire Services "111" and as for "Fire Service". Then confirm the address: Dunedin Gymnastics Academy – 6 Otaki Street - and nature of the emergency. <i>You must use a cell phone.</i> 3. Evacuate the building using the main entrance doors or emergency exits <ul style="list-style-type: none"> • Main gym sliding door • Glass door in toilet/locker area • Sliding door in kitchen • Rear of gym (by vault table) 4. Fire extinguishers should only be used if you are trained to use them and no personal risks are taken.
If Fire Alarm is Activated!	Upon hearing "FIRE!! FIRE!! FIRE!!" or sound of the fire alarm, all occupants will: <ul style="list-style-type: none"> • Leave the building immediately using main entrance or emergency exits and assemble in the Assembly area on Otaki Street sidewalk to left of driveway (as you look at the gym) • DO NOT carry drinks or food during an evacuation (if spilt may cause an accident and delay evacuation) • DO NOT return to building for any reason until Lead DGA gymnastics coach/Fire Service indicate that it is safe
Disabled Persons	Visitors with mobility, hearing and visual disabilities must be made known to the lead DGA gymnastics coach as this may affect the evacuation of the building.

DGA Gymnastic Coach Duties

<p>1. Lead DGA Gymnastics Coach</p>	<p>The Lead DGA gymnastics coach is charged with coordinating the activities of the assistant coaches and school support staff, and ensuring that clearance reports are received from all groups following the evacuation. The Lead DGA gymnastics coach will liaise in turn with the Senior Fire Officer or Civil Defense Officer coordinating emergency services. All Assistant DGA coaches and school support staff are to follow the Lead DGA Gymnastic Coach's instructions.</p> <p>The Lead DGA gymnastics coach, upon hearing the sound of the "FIRE" alarm will:</p> <ul style="list-style-type: none"> • Nominate another coach to take charge of his/her assigned group then • Ensure the NZ Fire service has been called dial "111" from a safe area and advise them of the situation. Confirm name and address of the building (Dunedin Gymnastics Academy- 6 Otaki Street) – you may assign an assistant coach or school support staff member • Delegate 2 other coach(es), if available, to clear a) kitchen/toilet areas and b) coaches office/front office • Collect the attendance roll and High Viz vest and proceed outside to the driveway entrance at Otaki Street • Wait by the driveway to receive evacuation clearance reports from all assistant coaches and school support staff in charge of groups • Report to the NZ Fire Service on arrival • Ensure all persons with disabilities are accounted for
<p>Assistant DGA Gymnastics Coaches/ School support staff</p>	<p>Each coach/school staff member is required to direct, enforce and have full charge of evacuating all students within their assigned groups during the period of the evacuation.</p>

<p>Assistant DGA Gymnastics Coaches/ School support staff continued</p>	<p>Coaches/school staff members are to advise the Lead DGA gymnastics coach of any disabled persons, and nominate assistants to attend to disabled persons. All coaches to discuss evacuation procedures with disabled persons.</p> <p>On hearing the alarm “FIRE”</p> <ul style="list-style-type: none"> • Check all areas in your immediate vicinity • Keep people moving steadily and avoid panic • Ensure after evacuation the doors are closed, lights are ON • When you have reached a safe location, take roll call of your group, then report to the Lead DGA gymnastics coach at the driveway entrance Otaki Street
<p>Clearance and reporting procedures</p>	<p>Coaches/school staff members are to ensure their areas are completely evacuated checking the floor from the furthest point of their area working systematically towards the exit or point closest to the fire working towards the exit.</p> <p>Evacuation of disabled persons should only be made after all others have vacated, if not possible to evacuate the disabled person they should be escorted to a safe place at the top of the stairs, disabled persons assistants must remain with that person until assisted by Fire Service Personnel.</p> <p>Evacuation of disabled persons should only be made when safe to do so.</p> <p>Evacuate all persons to the safe assembly area <u>“Otaki Street Sidewalk to left of gym (away from The Brush Company)”</u>. The coaches/staff members must then take roll call and report to the Lead DGA gymnastics coach at the Otaki Street Driveway.</p>

Earthquake Emergency Procedures

1. Sound the alarm “EARTHQUAKE!!EARTHQUAKE!! EARTHQUAKE!!”
2. Remain in the building, do not run outside
3. Move away from windows, mirrors and equipment that could be dangerous if it falls over (vault, beams, bars). If you need to move, move towards an internal wall (any wall without windows).
4. **DROP, COVER, and HOLD ON.** Drop down onto your hands and knees cover your head and neck with your arms to protect yourself from falling debris. Stay where you are until the shaking stops. Keep calm and assist those who panic.
5. If evacuation order is given, follow fire evacuation procedures.
6. Follow the instructions from the Lead DGA gymnastics coach.

Reference: <http://getthru.govt.nz/disasters/earthquake/#during>



Onsite Safety Features

First Aid Kit	Located in coaches office. Stocked 4-6 weekly
Emergency Blankets	Fire blanket located next to stove in kitchen Silver Emergency blanket located in each red DGA first aid kit Extra blanket located in first aid area of coaches office (top shelf).
Landline Telephone	Not available – you must use a cell phone
Torch	Located in coaches office with First Aid Kit
Fire Extinguishers	One in kitchen next to stove One in main foyer/office area at entrance to gym Two in gym (at entrance to toilet area and at playgym storage area)

Your Evacuation Assembly area:

Otaki street sidewalk, to left of gym (away from the Brush Company)